

# OFFICIAL GAZETTE



## GOVERNMENT OF GOA

### EXTRAORDINARY

#### GOVERNMENT OF GOA

##### Department of Personnel

##### Notification

6/4/91-PER

In exercise of the powers conferred by rule 16 of the Goa Civil Service Rules, 1997, the Governor of Goa is pleased to prescribe the following Post Institutional training programme for the Officers appointed to the Goa Civil Service Junior Scale on probation in accordance with Rule 5 (1) (a) of the Goa Civil Service Rules, 1997, as indicated in the Annexure to this Notification.

2. Heads of Departments/Offices to whom the trainees will be attached should draw detailed training programme during training period and send a copy thereof to the Personnel Department, Secretariat, Panaji.

3. The Special Officer, High Court of Judicature at Bombay, Panaji Bench, Panaji Goa will obtain the approval of the Hon'ble Chief Justice, High Court of Judicature at Bombay to the details of training of the probationer in the Court of the Civil Judge Senior Division and J. M. F. C., Panaji, whenever this Department intimates the names of the probationers proposed for training in the said Court.

##### Annexure

##### *Programme of Post Institutional Training:*

The post-institutional training envisages an intensive study of the subjects in which the performances of the Probationer during the Foundational Course period could not attain the prescribed standard as well as a practical and on-the-spot of subjects which are of relatively high importance. The proba-

tioners must be acquainted with the actual administrative process, technique and methodology of work at the block, and sub-divisional and district levels. Viewed thus, the treasury and financial work, the work pertaining to the Collectorate of Goa, Directorate of Settlement and Land Records, Office of the Inspector General of Police, Directorate of Planning, Statistics and Evaluation, Excise and Sales Tax Department, Labour and Employment, Directorate of Panchayats, etc. constitutes the subject matter of the post-institutional training.

(i) *Directorate of Accounts (one week):* The probationer should be placed under an Accounts Officer during this period and will have to sit with the main dealing hands and to actually handle a portion of their work in order to gain first hand experience of the Treasury and Accounts procedure. The Accounts Officer should explain to the probationer the object behind the prescribed checks, balances, safeguards, rules and procedure. He should also enlighten the probationer on the various mistakes that the Drawing and Disbursing Officers, Controlling Officers, etc. make. The various functions to be exercised by these Officers while they deal with public funds in different capacities should be fully explained to him. At the conclusion of the training, the probationer should prepare a brief note indicating the treasury procedure and making suggestions, if any, for improvement etc.

(ii) *Collectorate of North Goa (one week):* The probationer should be acquainted with the working of the Collectorate, the office being a pivot of the Administration which should give the probationer a representative picture of official functioning as well as public dealings. The Collector should attach the probationer to the main dealing hands in the office and see that he disposes a portion of their work. The probationer should record brief notes on the work of some of the dealing hands. Land Acquisition Officer should explain to the probationer the working of the Land Acquisition cases under Land Acquisition Act, 1894, etc. The Additional Collector, North, Panaji should explain to them the working of the Goa Land Tenancy Act, 1964 and the Land Revenue Code, 1968, with rules framed thereunder.

(ii) (a) *Mamlatdar of Tiswadi (one week):* The Mamlatdar will arrange for the study of the proceedings in cases under the Mamlatdar's Court Act, 1966 for the benefit of the probationer.

(iii) *Directorate of Settlement and Land Records (one week):* The probationer should be acquainted with the working of the Directorate, for imparting training with Talathi, Circle Inspector, Inspector of Cadastral Survey.

The probationer should be taken through all the stages of settlement and consolidation proceedings. He should be afforded an opportunity of surveying a small area, mapping it and preparing the relevant land records. For this purpose, he may be attached to different functionaries.

(iv) *Directorate of Panchayats (one week):* The probationer should be acquainted with the working of the Panchayats. The Director of Panchayats should explain to the probationer the working of the Goa Panchayat Regulations, 1962 with rules framed thereunder.

(iv) (a) *Block Development Office (one week):* The Block Development Officer should initiate the probationer into extension work and explain to him the technique and art of working amongst villagers. He will arrange for the training of the probationer with the village level workers for a period of one week during which the probationer will conduct at socio-economic survey of the village. This should help in imparting to him a thorough and first-hand knowledge of the various development programmes and their effect on the life of a village, on the hopes and aspirations of the people and the difficulties of extension workers.

(v) *The Court of the Civil Judge Sr. Division and J. M. F. C. (one week):* The Hon'ble Judge should acquaint the probationer with the salient features of procedural law, substantive law and the Evidence Act, 1872. The probationer may be supplied with a record of a contested case pertaining to an offence under the Indian Penal Code, 1860 or one of the special Acts like the Arms Act, 1959, etc. triable ordinarily by a Magistrate of the First Class and he will be required to frame charge(s) and write the judgement. He may also be given a record of any contested preventive proceedings under the Code of Criminal Procedure, 1973 and may be asked to frame a notice and write the preliminary order, conditional order and final order.

(vi) *Police Department (one week):* The Inspector General of Police will arrange for the probationer's visit to a Police Station where he will go through the regular inspection books and study the notes therein carefully. Such inspection should help the probationer in recording his own inspection notes which should be of high quality.

(vii) *Government Secretariat (one week):* The probationer should study the working of the Secretariat.

(viii) *The Heads of the below mentioned Departments should acquaint the probationers with the working of their respective Department:*

- (a) Office of the Chief Electoral Officer (three days).
- (b) Directorate of Agriculture (two days).
- (c) Registrar of Cooperative Societies (one week).
- (d) Directorate of Transport (three days).
- (e) Directorate of Planning, Statistics and Evaluation (two days).
- (f) Office of the Commissioner of Excise (one week).
- (g) Office of the Commissioner of Sales Tax (one week).
- (h) Directorate of Social Welfare (two days).
- (i) Directorate of Women & Child Development (three days).
- (j) Directorate of Animal Husbandry & Veterinary Services (two days).
- (k) Directorate of Industries & Mines (three days).
- (l) Conservator of Forests (three days).
- (m) Public Works Department (two days).
- (n) River Navigation Department (two days).
- (o) Town & Country Planning Department (three days).
- (p) Law Department (three days).
- (q) Directorate of Education (two days).

By order and in the name of the Governor of Goa.

S. S. Keshkamat, Joint Secretary (Personnel).

Panaji, 23rd March, 1998.